



# FILE SYSTEM TRAINING

JPL Library, Archives, and Records Section 273

## CLASS DESCRIPTION:

A simple system for managing your desktop or shared group files with one file guide for all your files, regardless of format (paper or electronic) and regardless of where they are stored (in MYDocs, email, on a file server, in a repository, etc.).

Register at <http://hr/et>

## KEY OBJECTIVES:

You will learn how to:

- ❖ Manage paper files.
- ❖ Manage electronic files that exist in MyDocs, email, on a file server, in a repository, etc.
- ❖ Create document names and footers for correct and quick retrievals.
- ❖ Find help when needed

## SCHEDULE AND LOCATION:

- ❖ Location: 111-117 Conference Room
- ❖ Class Dates: July 15, 2008
- ❖ Time: 9:00 AM-10:00 AM
- ❖ Total Hours: 1.0
- ❖ Instructor: Records Staff

For more information call Barbara Amago at x4-3183 or Susan Hendrickson at x4-5469.

### SECTION 273

Margo Young, 4-3007  
Manager

Section Office, 4-3009  
Fax 3-6752

### LIBRARY

Barbara Amago, 4-3183  
Supervisor

Library e-mail:  
[Library@jpl.nasa.gov](mailto:Library@jpl.nasa.gov)

Info/Reference, 4-4200

Library Building 111  
M-F 7:30 a.m. to 4:45 p.m.

### ARCHIVES

Archives e-mail:  
[Archives@jpl.nasa.gov](mailto:Archives@jpl.nasa.gov)

### RECORDS

Susan Hendrickson, 4-5469  
Acting JPL Records Manager

Lee Reynolds, 4-9253  
Records Management Assistant

Fax for New RSRs  
3-6752

RSR Process & Forms  
<http://rules.jpl.nasa.gov/cgi/doc-gw.pl?DocID=65913>

Records e-mail  
[Records@jpl.nasa.gov](mailto:Records@jpl.nasa.gov)

Visit our web-site at <http://beacon>